

UW HEALTH POSITION DESCRIPTION

POSITION SPECIFICS

Title: Fitness Coordinator (Research Park)	Department/Number: Sports Medicine Center/5680
Reports to: Manager – Fitness Ctr. & Integrative Medicine	
Job Code: 930013	FLSA Status: Exempt
Manager Approval: J. Kuta-Bangsburg	HR Approval: CMW 12-16

POSITION SUMMARY

Under the direction of the Manager, this position is responsible to assist in the operation of the UW Health Sports Medicine Fitness Center, Aquatic Center and related programs.

Responsibilities in the daily operation of the center include evaluating and developing exercise programs for participants who are healthy and at risk; staffing the fitness center floor; teaching swim based programming; lifeguarding as needed; teaching basic CPR and defibrillator training to all staff of the Research Park Clinics; developing ongoing Safety and Emergency training for all cost center staff (FC, AQ, class instructors, and front desk support staff); developing and implementing educational programs for cost center staff; and assisting with On Call responsibilities for the Fitness Center and Aquatic Center during the 96 hours/week that the facility is open.

This position also participates in the professional education of undergraduate students in exercise physiology and other related fields. In addition, community outreach and public education are essential elements of this position.

Knowledge of computer software in a network environment is required. At a minimum, competencies are necessary in use of database software, spreadsheet analysis, internet communications, graphics and slide generation, and word processing.

Problems encountered are of a moderate to high level of difficulty and can usually be solved by referring to the manager. Good communication and interpersonal skills are essential to this position. General supervision and direction will be provided. (General supervision implies that the work is performed independently and incumbent seldom refers matters to the supervisor except for clarification).

A wide variety of internal and external contact relationships are involved in performance of the duties of this position. The incumbent interacts with employees at all levels (i.e. Directors, Facility managers, Medical staff, Fitness Supervisors, Support staff, Environmental Services, Facilities and Engineering, Marketing and Communication). External relationships necessary to this position include referring physicians and health care providers within and outside of the UW Health system, EMS, Snow removal vendors, local and regional recreational community, service clubs, and local media.

MAJOR RESPONSIBILITIES

A. Coordinate Safety and Emergency Training

- Organize, schedule and teach basic life support classes (CPR) and defibrillator training to employees of UW Health Research Park Clinics.
- Provide re-certification classes for CPR.
- Organize and lead ongoing Emergency and Safety Training for the cost center staff.
- Orient all new cost center staff to the facility Emergency Response systems at Research Park Clinics.

Performance Measures:

- Offer once a month certification and/or re-certification classes for employees of UW Health Research Park (CPR and AED defibrillator).
- Clearly communicate schedule and deadlines to all supervisors.

B. Coordinate Practicum Student Educational Experiences

- Serve as the liason between the facility and UW Kinesiology Department.
- Oversee 3-5 practicum students each semester (Fall, Spring and Summer).
- Orient all students to the facility, the equipment and our Emergency Procedures.
- Work with Fitness Supervisors to place each student in an appropriate environment – Fitness Center, Aquatic Center, class programs, etc.
- Meet with each student on a regular basis.

Performance Measures:

- Feedback from UW Kinesiology will serve as a performance measure.

C. Facility On Call Responsibilities

- Be the on call person for the Fitness Center early mornings – Monday – Friday to open Fitness Center if staff are sick or unable to arrive in time for the facility to open.
- Be the on call person for the Fitness Center during all hours of operation when the Fitness Center Manager is on vacation or scheduled out of the facility (this includes weekend hours).

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- Be the on call person for the Aquatic Center when the Aquatic Fitness Supervisor are both scheduled to be on vacation at the same time.
- Provide backup coverage to the Aquatic Fitness Supervisors to accommodate lifeguard breaks throughout all operating hours.

Performance Measures:

- Facility opens on time each day and both the Fitness Center and the Aquatic Center are staffed appropriately.

D. Fitness Center Responsibilities

- Risk assessment to determine appropriateness of participation in the fitness center and/or class programs.
- Conduct initial interviews and evaluate new members in order to develop appropriate exercise prescriptions and/or assist in choosing the appropriate class program for apparently healthy individuals and individuals with special physical, emotional and social needs.
- Demonstrate knowledge of proper exercise guidelines for low, moderate and high risk populations and modify exercise prescriptions due to changes in conditioning, medical status, medications or environmental conditions.
- Educate participants in principles of exercise theory, progression of programs, and realistic goal setting.
- Demonstrate proper use of exercise equipment and exercise modalities.
- Supervise daily activities of the Fitness Center. Orient new participants to the rules and policies of the center. Greet members and build relationships with regulars on your shifts. Build a welcoming and professional relationship with members (learn medical history, medications, and special needs).
- Manage new member appointments during scheduled hours. Intent of these appointments includes interpreting fitness assessment data; providing an overview of prescribed exercise programs; answering member/patient questions and providing additional guidance.
- Document changes in members' medical status, medication lists, and note any changes made in exercise programs.
- Assessing member/patient hemodynamic status when needed.
- Oversee the fitness center floor to ensure the safe and appropriate use of equipment.
- Assist members with special needs.
- Assist members with sign up for equipment.
- Maintain the general upkeep of the equipment, locker rooms and facility.
- Demonstrate the necessary skills to work in a team environment.
- Communicate and share relevant information with the fitness center team through the use of e-mail.
- Communicate with FC and AQ staff, PT staff (Sports and Spine), PC staff, and FD staff regarding member/patient needs.
- Attend monthly staff meeting.
- Be prepared to handle emergency situations.
- Assume other duties as assigned by the Fitness Supervisor.

Performance Measures:

- Incumbent is responsive to inquiries from participants and staff.
- Compliance with the fitness center duties, procedures and policies.
- Incumbent works as a team member and is consistent with the policies and procedures.
- Communication with other staff members is clear (in written and verbal formats).
- Problems are resolved in a timely and effective manner.
- Work is documented in the fitness center database and/or in participants' charts.

E. Aquatic Center Responsibilities

Teach swim based programming – swim lesson; Masters Swim; Swim 101; and Intro to Masters Swim
Lifeguard as needed

All duties and requirements must be performed consistent with the UW Health Organizational Performance Standards.

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POSITION REQUIREMENTS			
Education	Minimum	Bachelor's Degree in Clinical Exercise Physiology, Kinesiology or related field.	
	Preferred		
Work Experience	Minimum	1. Two (2) years cumulative clinical experience in cardiac rehabilitation/adaptive exercise program. 2. Experience with other clinical populations (cardiac, diabetes, cancer, neurological, etc.)	
	Preferred	1. Prior leadership experience	
Licenses & Certifications	Minimum	1. ACLS certification. 2. Lifeguard certification. 3. Current CPR certification. 4. Current CPR teaching certification.	
	Preferred		
Required Skills, Knowledge, and Abilities		1. Strong team worker and leader. 2. Ability to work with a wide variety of participants and patients (age range 12 - 85+ years). 3. Excellent interpersonal and communication skills. 4. Computer expertise and experience in using the Microsoft Office Suite of software products.	
AGE – SPECIFIC COMPETENCY			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)
Job Function			
Review the employee's job description, and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#

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	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:	<ul style="list-style-type: none">• Have the ability to “spot” the free weight user.• Perform and demonstrate agility training.• Perform and demonstrate physioball and medicine ball skills.			